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TO: REGULATIONS CONTROL STAFF, , ROOM 101

CONCURRENCE SHEET

25X1

PROPOSED ISSUANCE:  Employee Conduct, Indebtedness of  
Agency Personnel  
Draft A dated 29 November 1955

CONCUR:

- (a) Substance
- (b) Classification
- (c) Distribution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Office

\_\_\_\_\_  
Date

COMMENT

(Job #1129-VJB)  
Due: 20 December 1955

C O N F I D E N T I A L

25X1

REGULATION

PERSONNEL

29 November 1955

EMPLOYEE CONDUCT

INDEBTEDNESS OF AGENCY PERSONNEL

SYNOPSIS: This regulation prescribes Agency policy and procedures in cases when claims or inquiries are received concerning the personal indebtedness of employees.

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1. GENERAL

The personal affairs of an employee are of no official concern to the Agency unless they are of such a nature or conducted in such a manner as to effect his general reputation and therefore his suitability for employment. Excessive claims or inquiries indicating willful refusal or negligent failure to pay lawful debts necessarily reflect on the suitability of the individual concerned for continued employment with the Agency. It is expected that each employee will conduct his personal financial affairs so as to ensure that they do not come to the official attention of the Agency.

2. POLICY

The Agency will not act as a collection agent for any creditor outside the Government. However, the Agency will take action when there is an indication of indebtedness to the Federal Government, and it will cooperate with State and local governments asserting claims against an employee.

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REGULATION

PERSONNEL

29 November 1955

Under provisions of current legislation, the Internal Revenue Service may levy upon the accrued salary and wages of any Federal employee in order to satisfy tax liability.

3. PROCEDURES

- a. All claims and inquiries received in the Agency concerning the personal indebtedness of an employee will be transmitted to the Office of Personnel.
- b. The Director of Personnel will provide advice or assistance to Agency employees in connection with personal indebtedness and will transmit claims and inquiries concerning indebtedness to the employee concerned.
- c. In cases when an excessive number of claims or inquiries are received, the Director of Personnel will make recommendations to appropriate Operating Officials,\* concerning the suitability of the individual for continued employment with the Agency.
- d. On claims by the Federal Government or State or local governments, the Office of Personnel will take action designed to effect an agreeable method of payment.

DISTRIBUTION: ALL EMPLOYEES

\*Operating Officials include: Chiefs of Senior Staffs and Area Divisions under the jurisdiction of the Deputy Director (Plans); Assistant Directors under the jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs, the Comptroller, the General Counsel, and Directors of Offices under the jurisdiction of the Deputy Director (Support).